



Job Opening
September 28, 2016

JOB TITLE: Director, Entrepreneurial Assistance Program
DEPARTMENT: Community Economic Development

LOCATION: NYC

BASIC FUNCTION:

Direct and manage the Entrepreneurial Assistance Program, a \$1.74 million statewide grants program to stimulate business start-ups and expansions among minorities, women and other targeted populations.

WORK PERFORMED:

- Manage 24 minority/women's business enterprise development centers at not-for-profit corporations and vocational education agencies
- Prepare and analyze proposals for feasibility and eligibility in accordance with ESD and EAP funding criteria
- Manage and oversee contract agreements for 24 grant recipients, prepare contracts and expedite contract process
- Provide EAP annual and ad hoc program reports, which includes but is not limited to narrative and statistical data as requested by senior management, the legislative leaders, ESD staff and other interested parties
- Responsible for maintaining statistical and individual center records through the life of the Program;
- Conduct site visits for each grantee to evaluate performance
- Compile written materials for submission to ESD Directors
- Monitor progress of EAP program grantees throughout the duration of the contract, which may require technical assistance, trouble shooting, contract compliance, budget modifications, etc.
- Function as a liaison/contact for internal and external inquiries, concerning EAP
- Audit and approve budgetary documentation, financial reports, etc
- Market the EAP Program through brochures, seminars, conferences, etc.
- Participates in research, evaluation and recommendation of Corporate wide policy and planning functions
- Responsible for monitoring and overseeing the operation of the EAP On-line Database and Reporting System
- Coordinating the creation and upkeep of the EAP Newsletter
- Ensure EAP meets the contract requirements (contract on file) between ESD and the Department of State ("DOS") which includes but is not limited to ensuring the completion of the required number of business service classes to assigned Office of New American Centers (27), program monitoring, contract compliance, data collection and reporting to DOS.
- Oversee the satisfactory completion of program goals related to Business Mentor NY
- Ensuring that the EAP web site, fact sheet and other related documentation is updated in a timely manner
- Coordinating and overseeing EAP Annual Conferences
- Prepare written communication as requested

EDUCATION & REQUIREMENTS:

Education level required (*education required for this position*): College degree and/or training in public administration related to business development, bank lending, real estate financing and/or accounting.

Equivalent Experience required (*include no. of years required*): 5-6 years experience in some combination of micro business development, not-for-profit organization, entrepreneurship training and public sector.

Knowledge and Special Required: Awareness of ESD and other public funding programs, excellent communication and negotiation skills, excellent organizational skills, Excellent people and group coordination skills a must, Computer skills in Word, Excel, PowerPoint, and Access

APPROXIMATE HIRING SALARY: Up to \$81,000

INQUIRE

Maria Gately, Manager, Human Resources, ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER